

RFP-10-17
Assessment System or Tool Services
For the
Department of Workforce Development

Contacts: Shelley Harris, In Department of Administration
sharris@idoa.in.gov
317.233.3105

Charles Hill, Minority & Women Owned Business
chahill@idoa.in.gov
317.233.0545

The DWD will be seeking through an upcoming RFP, (10-17) responses from vendors who are capable of providing an assessment system or tool(s) approved by the U. S. Department of Education (DOE) that measures educational levels in incumbent, emerging, dislocated and underemployed workers who have various levels of education and abilities ranging from very limited to basic to highly educated. The assessment will be utilized to assess approximately 122,000 individuals annually for placement into training, post-secondary and adult basic education programs.

When the RFP is released publicly, it will be posted at:
<http://www.in.gov/idoa/proc/bids/rfp-10-17/>

A question deadline and a proposal deadline will be listed in Section 1.6. Submission of all written questions will be due to the Procurement Division office (rfp@idoa.in.gov) no later than 3:00 p.m. ET on the date established within the RFP.

Submission of all proposal responses will be due at the Procurement Division office no later than 3:00 p.m. ET on the date established within the RFP.

Secretary of State

If awarded the contract, the Respondent will be required to be registered, and be in good standing, with the Secretary of State. The registration requirement is applicable to all limited liability partnerships, limited partnerships, corporations, S-corporations, nonprofit corporations and limited liability companies. The

Respondent must indicate the status of registration, if applicable, in this section of the proposal.

Department of Administration, Procurement Division

Additionally, respondents must be registered with the IDOA. This can be accomplished on-line at <http://www.in.gov/idoa/2464.htm>

The IDOA Procurement Division maintains two databases of vendor information. The Bidder registration database is set up for vendors to register if you are interested in selling a product or service to the State of Indiana. Respondent may register on-line at no cost to become a Bidder with the State of Indiana. To complete the on-line Bidder registration, go to <http://www.in.gov/idoa/2464.htm>. The Bidder registration offers email notification of upcoming solicitation opportunities, corresponding to the Bidder's area(s) of interest, selected during the registration process. Respondents do need to be registered to bid on and receive email notifications. Completion of the Bidder registration will result in your name being added to the Bidder's Database, for email notification. The Bidder registration requires some general business information, an indication of the types of goods and services you can offer the State of Indiana, and locations(s) within the state that you can supply or service. There is no fee to be placed in Procurement Division's Bidder Database. To receive an award, you must be registered as a bidder.

Problems or questions concerning the registration process or the registration form can be e-mailed to Amey Redding, Vendor Registration Coordinator, aredding@idoa.in.gov, or you may reach her by phone at (317) 234-3542.

Minority & Women Owned Business (MWBE) Enterprise Participation Information

(Complete details can be found in Section 1.21 of the RFP and on Attachment A of the RFP)

- The established goals for this RFP will be 8% minority business and 8% women owned business
- Proposed MWBEs must be certified with the State of Indiana and must meet the following criteria:

- Must be listed on the IDOA Directory of Certified Firms
- Each firm may only serve as once classification – MBE or WBE
- A Prime Contractor who is an MBE or WBE must meet subcontractor goals by using other listed certified firms. Certified Prime Contractors cannot count their own workforce or companies to meet this requirement
- Must serve a commercially useful function. The firm must serve a value- added purpose on the engagement
- Must provide goods or service only in the industry area for which it is certified as listed in the directory at <http://www.in.gov/idoa/2352.htm>
- Must be used to provide the goods or services specific to the contract
- National Corporate Diversity Plans are generally not acceptable

* Attachment A (MWBE Enterprise Subcontractor Commitment Form) must be submitted.

This form needs to be very specific.
Must include the total bid amount, sub-contract amount and percentage, description of the services to be provided by the proposed subcontractor and estimated time frame for the use of their services.

* Commitment Letters

These letters must be provided by the subcontractor on their company letterhead.

They must reference and match the subcontract amount as stated on Attachment A and will include the description of services and/or goods to be provided and the approximate date of work to be performed by the proposed subcontractor.

The MWBE Vendor Directory can be found at:
<http://www.in.gov/idoa/2352.htm>